

**Unit Title:** Information Handling 1 – Using an LRC  
**Level:** Two  
**Credit Value:** 3  
**GLH:**  
**NOCN Unit Code:** HC7/2/TE/043  
**QCA Unit Reference**  
**Grading Descriptors:** Not Applicable

This unit has 6 learning outcomes.

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
1. Use services in a specific Learning Resource Centre (LRC)	1.1. Locate and list specific subject fields, alphabetically, class number, special collections 1.2. Find relevant examples of LRC publications such as Guides and Fact Sheets
2. Use an LRC Online Public Access Catalogue (OPAC)	2.1. Find a minimum of two specific items using, author(s), title(s), keyword(s), subject index, class number 2.2. Find an example of information in the following physical formats, monographs, journals, audio/video cassettes, multi media packages
3. Apply appropriate search techniques to find specified information in a range of printed and electronic sources	3.1. Select appropriate examples of printed sources to locate specified information 3.2. Copy appropriate levels of information from these sources 3.3. Explain use of Boolean Operators, wild cards and truncation in searching electronic information sources 3.4. Select specified information from appropriate CD-ROMs 3.5. Print and download two examples of information retrieved

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
4. Use the internet to retrieve information	4.1. Locate and use the institution Home Page to access subscription and free Online Databases (eg bibliographies, indexes, Full-text services) 4.2. Use at least 3 different search engines to access specified information 4.3. List at least 4 benefits of using the World wide web for information 4.4. Explain pitfalls of using the world wide web and list the main strategies to overcome them 4.5. Print off and download two examples retrieved from the internet
5. Using e-mail facilities	5.1. Create an individual e-mail address using an appropriate internet facility 5.2. Send an e-mail 5.3. Retrieve e-mail messages
6. Compile a bibliography	6.1. Create a bibliography of monograph titles, journal articles and other information using electronic sources, including the Internet on a specified topic 6.2. Cite titles correctly according to current practice

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### ASSESSMENT INFORMATION

**Guidance:**

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

**The assessment activities for this unit are indicated in the table below:**

**Key: P = Prescribed** – this assessment method *must* be used to assess the unit.  
**O = Optional** – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary		Practice file	

### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

<b>Key Skill</b>		<b>Wider Key Skill</b>	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	

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**Accredited Start date:**  
**Accredited End date:**  
**Unit Sector/Subject area:**  
**Grading descriptors:**  
**Availability for Use:**

<b>Purpose and Aim of the Unit</b>	Free Text
<b>Restrictions on the Availability</b>	Free Text or N/A
<b>Additional Assessment Requirements</b>	Free Text or N/A
<b>Details of relationship between the Unit and the NOS</b>	Free Text or N/A
<b>Details of relationship between the Unit and Standards (not NOS)</b>	Free Text or N/A
<b>Endorsement of the Unit by</b>	Free Text or N/A